



# **District of Timiskaming Social Services Administration Board**

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Minutes Of The Meeting Held  
Thursday, January 20, 2005  
At The Olde Towne Inn, Englehart

**PRESENT:** Al French, Chair  
Norm Menard, Vice Chair  
Linda Cunningham  
Dan Cote  
Bob Hobbs  
Jim Whipple  
  
Eddie Alton, CAO  
Claire Scanlan, Executive Assistant, Recording

**REGRETS:** Jo-Ann Thompson  
Tom Wells

**GUESTS:** Rachel Levis, Human Resources Manager

## **CALL TO ORDER:**

The meeting opened at 6:35 p.m..

## **1.0 SELECTION OF CHAIR AND VICE CHAIR**

MOVED BY: Bob Hobbs  
SECONDED BY: Dan Cote

THAT nominee, Al French accepts the position of Chair of the District of Timiskaming Social Services Administration Board for the year 2005.

CARRIED

MOVED BY: Dan Cote  
SECONDED BY: Bob Hobbs

THAT nominee, Norm Menard accepts the position of Vice-Chair of the District of Timiskaming Social Services Administration Board for the year 2005.

CARRIED

## **2.0 IN CAMERA SESSION**

MOVED BY: Bob Hobbs  
SECONDED BY: Dan Cote

THAT the Board resolves to move into closed session to discuss a Human Resource and Accommodation issue.

CARRIED

MOVED BY: Dan Cote  
SECONDED BY: Bob Hobbs

THAT the Board resolves to rise from the in camera session with no report and reconvene with the regular Board meeting.

CARRIED

MOVED BY: Bob Hobbs  
SECONDED BY: Dan Cote

THAT the Board approves a mileage rate increase to 37 cents per km for all non-union and Board members effective January 1, 2005.

CARRIED

MOVED BY: Dan Cote  
SECONDED BY: Bob Hobbs

THAT the Board approves a 3% economic increase for all Non-Union staff for 2005 retroactive to January 1, 2005.

CARRIED

### **3.0 ADOPTION OF PREVIOUS MINUTES – DECEMBER 22, 2004**

MOVED BY: Bob Hobbs  
SECONDED BY: Dan Cote

THAT the minutes of the previous Board meeting held December 22, 2004 be hereby approved.

CARRIED

### **4.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

None

### **5.0 ADDITIONS TO AGENDA**

Letter from the AMFO (Association of Francophone Municipalities on Ontario) 2005 Conference to be presented in Other Business

**6.0 BORROWING BY-LAW 2005-1**

MOVED BY: Bob Hobbs  
SECONDED BY: Dan Cote

THAT the Board approves the Borrowing By-Law for 2005.

CARRIED

**7.0 PROCEDURAL BY-LAW 2005-02**

MOVED BY: Norm D. Menard  
SECONDED BY: Linda P. Cunningham

THAT the Board approves the Procedural By-law for 2005.

CARRIED

**8.0 MINUTES OF THE DECEMBER 2, 2004 EMS TRANSITION MEETING**

MOVED BY: Linda P. Cunningham  
SECONDED BY: Norman D. Menard

THAT the minutes of the December 2, 2004 EMS Transition Meeting be accepted.

CARRIED

**9.0 MINUTES OF THE DECEMBER 16, 2004 EMS TRANSITION MEETING**

MOVED BY: Norman D. Menard  
SECONDED BY: Linda P. Cunningham

THAT the minutes of the December 16, 2004 EMS Transition Meeting be accepted.

CARRIED

**10.0 TIERED RESPONSE AGREEMENT WITH THE TOWN OF KIRKLAND LAKE**

It was clarified that the parties involved in the Tiered Response Agreement were the DTSSAB Ambulance, the Town of Kirkland Lake and the North Bay Ambulance Communications Center. The Kirkland Lake Mayor and the DTSSAB Chair will sign the agreement.

MOVED BY: Linda P. Cunningham  
SECONDED BY: Norman D. Menard

THAT the Board approves the Tiered Response Agreement with the Town of Kirkland Lake and the North Bay Central Ambulance Communications Center.

CARRIED

## **11.0 SOCIAL HOUSING REPORTS**

- a) ***Unit Availability Report for November 2004***
- b) ***Unit Availability Report for December 2004***

Positive comments were made on the decrease of Unit availability within the District. It was speculated that perhaps this occurred due to the modification in advertising for the units in specifying that the apartments were available to senior/family instead of just senior.

- d) ***Capital Job Report for November 2004***
- e) ***Capital Job Report for December 2004***

Some comments were made.

## **12.0 CHEQUE REGISTER**

MOVED BY: Norman D. Menard  
SECONDED BY: Linda P. Cunningham

THAT the Board receives the cheques register #626 to #634 for information.

CARRIED

## **13.0 SOCIAL HOUSING NOVEMBER CHEQUE REGISTER**

MOVED BY: Linda P. Cunningham  
SECONDED BY: Norman D. Menard

THAT the Board receives the Social Housing Program cheques register #8529 to #8634 for information.

CARRIED

## **14.0 SOCIAL HOUSING DECEMBER CHEQUE REGISTER**

MOVED BY: Bob Hobbs  
SECONDED BY: Linda P. Cunningham

THAT the Board receives the Social Housing Program cheques register #8635 to #8727 for information.

CARRIED

## **15.0 2004 OW STATISTICS**

It was noted that the number of caseloads have been decreasing steadily. It was speculated that perhaps this occurred due to the opening of the NuComm Call Center and the Kirkland Gold as well as the population decreasing within the District.

## **16.0 CORRESPONDENCE**

- Copy of SHB Notification Release 04-03 Subject: Asbestos – Potential health risk due to asbestos in loose fill vermiculite insulation
- Copy of SHB Notification Release 04-09 Subject: Ontario Regulation 244/04
- Copy of SHB Notification Release 04-10 Subject: Special Payments for social assistance recipients
- Copy of letter from NOSDA to Ms. Sue Heffernan re: Community Reinvestment Funds Payments.
- Copy of letter from Mr. Terry Fiset re: Board Member Resignation
  - Letters advising the represented municipalities of Mr. Fiset's resignation were prepared.
- Copy of document from Ross, Pope & Company re: District of Timiskaming Social Services Administration Board 2004 Audit Work Plan

MOVED BY: Linda P. Cunningham  
SECONDED BY: Norman D. Menard

THAT the Board accepts the correspondence as circulated.

CARRIED

## **17.0 OTHER BUSINESS**

### ***2004 Audit Work Plan***

The 2004 Audit Work Plan as presented by Ross, Pope was distributed for the Board's review and approval.

MOVED BY: Dan Cote  
SECONDED BY: Bob Hobbs

THAT the Board approves the 2004 Audit Work Plan as submitted by Ross Pope & Company.

CARRIED

### ***2005 Budget***

Preliminary information on the 2005 Budget will be presented at the next Board Meeting. It is forecasted that the increase to the municipalities will be around 11%- 15%. The impact of the Land Ambulance services accounts for an increase of 12.5%. The 2005 Budget will be completed by the end of March 2005.

### ***AMFO (Association of Francophone Municipalities of Ontario)***

The AMFO will be hosting a conference in 2005 in Kirkland Lake and is inviting the DTSSAB to participate and obtain a membership. The programs delivered by the DTSSAB on behalf of MCSS are to be provided in both official languages.

### ***Best Start Strategy***

CAO has been invited to attend a meeting on the Best Start Strategy. The Best Start Strategy initiative will support children so that they can learn and grow, be successful in school and ultimately, be successful in the workforce and society. The meeting is scheduled for January 27, 2005 in Toronto and the Ministry will cover the associated travel expenses.

### ***Cash Flow***

It was mentioned that according to the Policy for Reserves and Reserve Fund balances, the Working Fund is expected to be below the approved amount. The CAO is going to review the existing policy and bring back recommendations for the Board approval at the next meeting.

### ***Funding Available***

The Ministry of Health and Long Term Care has announced that funding will be made available to the Land Ambulance Services to replace outdated/oldest equipment. The CAO has submitted a business case totaling approximately \$631,000 to the Ministry of Health and Long Term Care for consideration and is awaiting a response.

### ***Northern Shores District Health Council***

The Minister has announced that the Northern Shores District Health Council will be dissolved as of March 31, 2005. In its place, the Local Health Integration Networks will be implemented to support local capacity to plan, coordinate and integrate the delivery of health care at the community level and fund and allocate resources within their defined geographic areas.

### ***Respectful Workplace Training***

The Town of Temiskaming Shores is conducting a training session on Respectful Workplace on February 1, 2005. The Town of Temiskaming Shores has invited the DTSSAB's Management to attend the training session.

### ***TMA Meeting***

CAO will be unable to attend the TMA Meeting scheduled for January 27, 2004 since he will be out of town attending the Best Start Strategy meeting on that date. CAO will attend a later TMA Meeting and perhaps the presentation can be combined with a budget presentation on the impacts impacting the 2005 budget.

## **18.0 NEXT MEETING**

Meeting dates have been adjusted and the next meeting will be held February 2, 2005 rather than January 26, 2005 as previously scheduled. The meetings scheduled for February 10 and

February 23, 2005 have been cancelled and the next meeting after February 2, 2005 will be held on March 10, 2005.

MOVED BY:

SECONDED BY:

THAT the regular Board meeting of January 20, 2005 is hereby adjourned at 8:10 p.m. to meet again on Wednesday, February 2, 2005 otherwise changed, or at the call of the Chair.

CARRIED